



Foreclosure Mediator's User's Guide

www.courts.maine.gov/voucher

State of Maine Judicial Branch
Administrative Office of the Courts

Revised October 27, 2011

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The purpose of ADRIS is to streamline the process of submitting mediation reports and payment vouchers, eliminate or reduce errors, and improve data collection abilities.

I. ACCESSING THE ADRIS WEBSITE

A) Recommended Internet Browser

The following browsers are known to support the ADRIS application: Safari 5.0.5; Mozilla Firefox 3 and 4; and Internet Explorer 8.

B) Website address

To access the ADRIS website go to:

www.courts.maine.gov/voucher

You should see the log in screen:



C) Log in, username and password

The system administrator will assign your username and password. Please note that both are case sensitive. If you can't remember your username or password, call 207-822-0706 during regular court business hours.

Generally, the court's public business hours are weekdays, 8 am - 4 pm. The courts are closed on state holidays and at other times. Please visit the court's website for more information: <http://www.courts.state.me.us/>

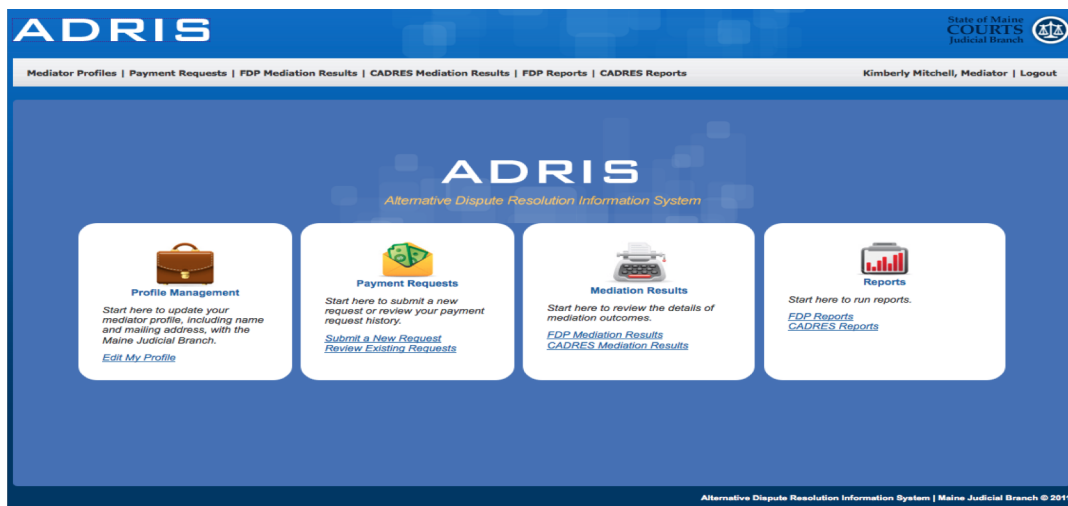
You may want to record your information here:

Username: _____

Password: _____

Log in by entering your username & password and clicking on the "Login" button.

Once you log in, you will be brought to the home screen. Your name should appear in the top right corner:



To begin, click on the link under one of the four icons for the task that you would like to perform.

II. PROFILE MANAGEMENT

Each mediator's profile is set up by the administrator. You will be able to update your contact information under profile management.

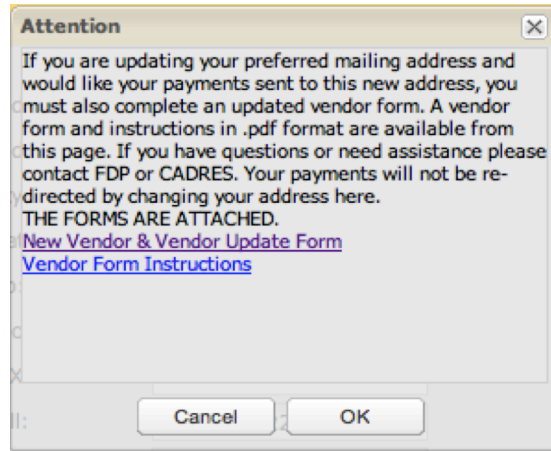
A) Editing Your Profile Information

To edit your contact information, click on the link "Edit My Profile" under Profile Management.

You will be brought to this screen:

Enter the necessary updates by typing over any existing information or in a blank field, then click on the save button located in the lower right corner.

When you click on Save, the following message will appear:



Click “cancel” to cancel the update or “OK” to continue. Your contact info will be saved if you click “OK”.

Your “preferred mailing address” is where you would like all mail, including payments, sent. If you change it and want your payments sent to the new address, you must complete and mail an updated vendor form to the address below. You can download the form by clicking on the link pictured above.

Foreclosure Diversion Program
Administrative Office of the Courts
PO Box 4820
Portland, ME 04112

B) Electronic Deposits

Electronic deposit of your payment is available. For more information and to receive the forms necessary to set up electronic deposit, contact the Administrative Office of the Courts at 207-822-0792 during regular court business hours.

III. PAYMENT REQUESTS

A) Definition of a Payment Request

Under the Payment Requests area you will be able to submit new requests and review your payment request history. Submitting a payment request is the process used by a mediator to submit data from the mediator’s report and the associated fee and reimbursable expense information. A foreclosure mediator will submit only one payment request for each type of fee (half day, full day, no show) charged. For example, if a mediator conducts two mediations during a half day, then the mediator will submit only one payment request, which will include the mediation data and fee and reimbursable expenses associated with these two cases. The mediator would not submit a payment request for each case individually. A good guideline for foreclosure mediation is that only one payment request may be submitted for any given date.

For example, if you mediated on 2 days of the month, you would submit 2 payment requests for that month. If you mediated on 7 days of the month, you would submit 7 payment requests for that month.

B) Starting a new payment request

To begin a new payment request, click on the “Submit a New Request” link under the Payment Requests icon on the home screen.



When you click on “Submit a New Request” on the home screen, you will be brought to the Submit New Payment Request screen, where you will begin entering a new payment request:

C) Entering a Foreclosure Mediation Report

1. **Enter the mediation date** by typing it in the date field or clicking on the calendar icon and selecting the appropriate date.

The screenshot shows the 'Payment Request Management' form in the ADRIS system. The 'General' tab is active. In the 'Session Summary' section, the 'Date of Mediation' field is highlighted with a calendar icon. An arrow points to this icon, indicating the next step is to select a date from the calendar. The calendar shows June 2011, with the 7th selected. Other fields like 'Enter the session type', 'Select case type', and 'Enter each docket number' are also visible.

2. **Select the Case Type** by clicking on the down arrow and select case type "Foreclosure"

The screenshot shows the 'Payment Request Management' form with the 'Date of Mediation' field now set to 05/02/2011. The 'Select case type for your payment voucher' dropdown menu is open, showing a list of case types: Foreclosure, Family Matters, FM Post-Judgment, FM Motions, Small Claims, FED, and SC&FED. An arrow points to the 'Foreclosure' option, indicating it should be selected.

3. **Select the session type.** The options are: 1/2 day, full day, no show or pro bono.

The screenshot shows the 'Payment Request Management' form with the 'Select case type' dropdown now set to 'Foreclosure'. The 'Enter the session type' dropdown menu is open, showing options: 1/2 Day, Full Day, No Show, and Pro Bono. An arrow points to the '1/2 Day' option, indicating it should be selected.

A “half day” of mediation is when you mediate for a total of four or less hours.

ADRIS will automatically compute a fee of \$175.00 for a “half day”.

A “full day” is when you mediate for over four hours in one day. ADRIS will automatically compute a fee of \$300.00 for a “full day”.

A “no show” session is when the mediator learns the mediation was cancelled or discovers that all parties have not appeared only after arriving at the courthouse *and there are no other sessions for the mediator on that day*. ADRIS will automatically compute a fee of \$50 for a “no show”.

A “pro bono” session is when the case is mediated without any payment or compensation.

ADRIS will automatically calculate the fee based on the session type. The fee amount will be displayed on the last screen of the payment request, called the “Confirmation” tab.

Note: each day of mediation (either half day or full day), must be entered as a separate payment request.

4. Enter docket number or court

A. For either a ½ or Full Day Session

For either a ½ day or full day session, enter the docket number(s) that corresponds with the session, entering in one at a time. Click on the magnifying glass icon after entering the first docket number, to upload the case information. If there is more than one docket number for the session, highlight and delete the first one, key in the next docket number and click on the magnifying glass icon again. **Repeat this process for each docket number associated with that specific session.**

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/02/2011

Enter the session type: 1/2 Day

Select case type for your payment voucher: Foreclosure

Enter each docket number associated with this session: AUGDCRE200200003

[More Info](#)

Cases Mediated	Court Docket	Title	Court Location	Plaintiff	Defendant	
	AUGDCRE200200003	TONY ADAM VS TY ADAM	AUGUSTA DISTRICT COURT	ADAM	ADAM	Remove

[Save and Proceed to Next Step](#) [Cancel](#)

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-RE-2005-00003

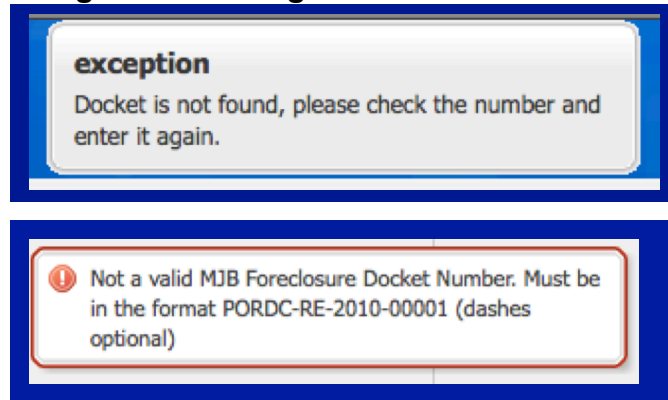
LEWDCRE201000145

PORSC-RE-2010-00067

SPRDCRE201000005

Note: It is extremely important that you use the correct five-letter court abbreviation in order for the accurate case information to upload. For instance, if you mediated a South Paris District Court case in the Lewiston District Court, you need to enter SOPDC, not LEWDC. This information is printed on all court generated notices and forms. See Appendix 1 for a list of court abbreviations.

If you do not enter the docket number correctly, you will see one of the following error messages:



Simply correct the docket number and try again.

Below is what the screen will look like if you enter two docket numbers for the session:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/02/2011

Enter the session type: 1/2 Day

Select case type for your payment voucher: Foreclosure

Enter each docket number associated with this session: AUGDCRE200500002

[More Info](#)

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCRE200200003	TONY ADAM VS TY ADAM	AUGUSTA DISTRICT COURT	ADAM	ADAM	Remove
AUGDCRE200500002	JOHN SMITH VS DEB SMITH	AUGUSTA DISTRICT COURT	SMITH	SMITH	Remove

Two docket numbers have been entered, with case information for each one being displayed.

This area displays the case information associated with each docket number entered. It is VERY important to enter the correct docket number to have the correct case information upload.

[Save and Proceed to Next Step](#) [Cancel](#)

B. **“No Show” Session**

For a “no show” session, you will not enter a docket number. You will just enter the name of the court where mediation was to take place. Click on the down arrow and select the appropriate court name from the list.

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/03/2011

Enter the session type: No Show

Select case type for your payment voucher: Foreclosure

Enter each docket number associated with this session:

More Info

Court:

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

Once you enter the court name, click on “Save and Proceed to Next Step” to be brought to the “Expenses” tab.

5. **Verify the case information** by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click on the “remove” button next to that docket number and case information.*** Then key in the correct docket number.

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/02/2011

Enter the session type: 1/2 Day

Select case type for your payment voucher: Foreclosure

Enter each docket number associated with this session: AUGDCRE200500002

More Info

Cases Mediated

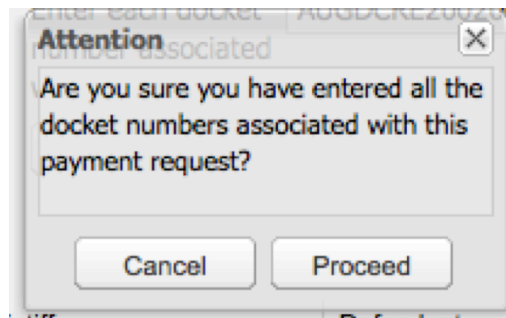
Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCRE200200003	TONY ADAM VS TY ADAM	AUGUSTA DISTRICT COURT	ADAM	ADAM	Remove
AUGDCRE200500002	JOHN SMITH VS DEB SMITH	AUGUSTA DISTRICT COURT	SMITH	SMITH	Remove

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

Once all docket numbers are entered, click on the “proceed to next step” button located in the lower right corner.

The following message will appear:



Clicking on "Cancel" will keep you on the general tab, allowing you to enter additional docket numbers. Clicking on "Proceed" will bring you to the Mediation Summary screen, also known as the Mediation tab. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

The Mediation tab is where you will enter all the details from the mediation report(s).

6. **Proceed to the Mediation tab.** The first case on the list of docket numbers that you entered (or the only one if you had only one mediation on this date) will be the first case displayed. It will be highlighted in gray.

 A screenshot of the "Payment Request Management" software interface. The title bar says "Payment Request Management". Below it is a yellow header bar that says "Edit Payment Request > 2977". There are four tabs: "General", "Mediation", "Expense", and "Confirmation". The "Mediation" tab is selected. On the left, there is a list of docket numbers: "AUGDCRE200500002" (highlighted in gray) and "AUGDCRE200200003". An arrow points from the text in the previous block to the second docket number. The main area shows the "Mediation Summary" for the selected docket. It includes fields for "Court Docket#:", "Plaintiff:", "Defendant:", "Court:", "Duration (minutes):", and "Time Started:". Below this is a "Court Action" section with radio buttons for "FINAL REPORT" (Resolved, Unresolved, Nonappearance) and "INTERIM REPORT" (Unresolved, Partially resolved, Unresolved Report of Noncompliance, Other). At the bottom, there is a "Participants" section with a checkbox for "Mortgagee/plaintiff" and a text field for the full name. A "Save and Proceed to Next Step" button is in the bottom right corner.

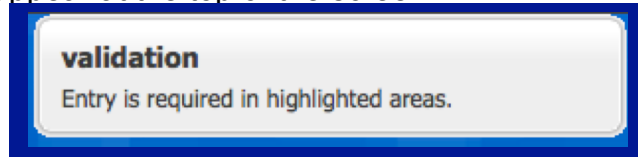
Click on the other docket number(s) to display the report fields for that docket number.

A. **Edit Session Type**

If, at this time, you realize that you have entered the incorrect session type, you must first enter all the pertinent information (required fields described below) before navigating back to the General tab to edit the session type. To navigate back to the General tab, click on the tab.

Note: some report fields must be completed before you can save the report and proceed to the next step. These fields are indicated below.

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will be underlined in red. Simply enter the required information to proceed to the next step.

- B. **Payment Request ID#** This number is specific to each payment request. It can be used to track the progress of the processing of the request, as well as to access a saved but unfinished request for editing and completion.



7. **Enter the Mediation Details** by following the steps outlined below.

A. **Mediation Summary – required information**

ADRIS will auto-fill the docket number, title, party names and court for you. Begin with entering the duration of the mediation in minutes, and time started. The time started can either be typed in, or click on the drop down arrow to make a selection from the list.

This area will auto-fill

A screenshot of the "Mediation Summary" form. It has a "Remove" button with a red minus icon. The form contains the following fields: "Court Docket#:" with value "AUGDCRE200500002", "Plaintiff:" with value "SMITH", "Duration (minutes):" with a text input containing "0", "Title:" with value "JOHN SMITH VS DEB SMITH", "Defendant:" with value "SMITH", "Time Started:" with a dropdown menu, and "Court:" with value "AUGUSTA DISTRICT COURT". A red oval highlights the "Court Docket#", "Plaintiff", "Title", "Defendant", and "Court" fields.

B. **Court Action – required information**

Next, select an option under Court Action. You can only **choose ONE** from this section.

A screenshot of the "Court Action" form. It has a section for "FINAL REPORT" with three radio button options: "Resolved, case settled, plaintiff's counsel to file motion to dismiss/stipulation of dismissal", "Unresolved by mediation, scheduling order to issue", and "Nonappearance by Defendant(s), scheduling order to issue". Below this is a section for "INTERIM REPORT" with three radio button options: "Unresolved, additional mediation session requested", "Partially resolved, temporary agreement reached", and "Unresolved, Report of Noncompliance filed with the court". At the bottom, there is an "Other" radio button followed by a text input field labeled "Description".

C. Explanation of “Court Action” Choices

Before discussing how these fields need to be completed in ADRIS, here is a brief reminder of what these “Court Action” choices mean. These Court Action choices are important because they instruct the court clerks to do something very specific procedurally; mediators should not be concerned with whether they believe the “resolved,” “unresolved,” etc., language matches with their impression of the mediation outcome. (There is another section for that—Section 4, Mediation Outcome.) The explanations below should guide the use of this section of the form.

Remember, a report can only be either a FINAL report, meaning that the parties intend for the mediation period to be over with the filing of this report or shortly thereafter, or an INTERIM report, meaning that the parties intend to keep the mediation period open to explore options for settlement further.

If the report is **FINAL**, the mediator must choose among these three choices:

Resolved, case settled ... This means that mediation is concluded and the action is or will be resolved with a motion to dismiss by a date certain. The case file will stay in the processing court until that motion is filed.

Unresolved by mediation, ... This means that mediation is concluded in the case and that the clerk will transfer (if necessary) the file back to the court where the case was filed so that the foreclosure can proceed.

Nonappearance of Defendant(s)... This means that mediation is concluded in the case and that the clerk will transfer (if necessary) the file back to the court where the case was filed so that the foreclosure can proceed.

If the report is **INTERIM**, the mediator must choose among these four choices:

Unresolved, additional mediation requested... This means that the parties want *or may want* another session. The clerk needs to know when and how it will be scheduled. The case file will stay in the processing court.

Partially resolved, temporary agreement... This is to be used **only** when the parties agree to a trial loan modification. Please utilize the prompts in section 6 of the report, if possible. The case file will stay at the processing court during the trial period. (These prompts should not be used for other contexts; if you would like to use them in a different way, you will need to do that in either Sections 3 or 7 of the Mediator’s Report.)

Unresolved, Report of Noncompliance... Whenever a mediator completes a Report of Noncompliance, this box should be checked. The case will stay in the processing court and await further action by the court.

Other If the outcome truly does not fit any of these categories, this option should be utilized. The direction to the clerk should be very specific about what needs to happen next in this case.

1. **Final Report**

The first option – Resolved – allows you to enter additional info, if applicable (explained below). The Unresolved and Nonappearance selections do not require additional information.

- (a) Resolved, case settled – when choosing this option, the menu shown below will appear, prompting you to enter dates for filing a motion/stipulation of dismissal as well as the date when the case will dismiss if no motion is filed. You can key in the dates or click on the calendar icon to select the date. If this is not applicable, you can leave them blank.

FINAL REPORT

☒ Resolved, case settled, plaintiff's counsel to file motion to dismiss/stipulation of dismissal

Plaintiff's counsel to file motion to dismiss/stipulation of dismissal before:

If no motion filed, case will be dismissed on Date:

☐ with prejudice

☐ without prejudice

- (b) Unresolved by mediation, scheduling order to issue – no additional information is required to be entered.

FINAL REPORT

☐ Resolved, case settled, plaintiff's counsel to file motion to dismiss/stipulation of dismissal

☒ Unresolved by mediation, scheduling order to issue

☐ Nonappearance by Defendant(s), scheduling order to issue

- (c) Nonappearance by Defendant, scheduling order to issue – no additional information is required.

FINAL REPORT

☐ Resolved, case settled, plaintiff's counsel to file motion to dismiss/stipulation of dismissal

☐ Unresolved by mediation, scheduling order to issue

☒ Nonappearance by Defendant(s), scheduling order to issue

2. **Interim Report**

The first two options and last options in this section – “Unresolved, additional mediation requested”, “Partially Resolved” and “Other” – require additional information to be entered. “Unresolved, Report of Non-compliance filed with this report” does not require additional information.

- (a) Unresolved, additional mediation session requested – when choosing this option, select one of the radio buttons to indicate the appropriate information.

☒ Unresolved, additional mediation session requested

☒ Next Mediation scheduled for

☐ Next Mediation session to be requested by

If the next mediation date is already set, you can either type in the date and time or use the icons to make your selections.

If the next mediation session is to be requested by one of the parties, you will be prompted to indicate which party and to enter the date when the mediation is to be requested by:

- (b) Partially resolved, temporary agreement reached, see section (6) – when choosing this box you will enter the information from section 6 here:

For the selections that require a date entry, you can either type in the date or use the calendar icons to make your selections.

- (c) Unresolved, Report of Noncompliance filed with this report – no further information is needed when selecting this option

- (d) Other – this section provides a text box to indicate why this selection is being made. **A description is required.**

Note: There is a limit of 255 characters in this field. If you exceed this amount the text box will be outlined in red, warning you that you have exceeded the limit. You will not be able to proceed to the next tab until you reduce the description to the limit allowed.

D. Participants

This section is where you will indicate who participated in the mediation session:

Participants

(Provide full names)

☐ Mortgagee/plaintiff

☐ Representative of mortgagee, such as a servicer

☐ Mortgagee/plaintiff's counsel

☐ Mortgagor/defendant

☐ Mortgagor/defendant's counsel (if represented)

☐ Other (specify)

Choosing either the “Mortgagee/plaintiff” or “Representative of mortgagee, such as a servicer” checkboxes will reveal sections where additional information will be entered:

Participants

(Provide full names)

☒ Mortgagee/plaintiff

☐ In person

☐ By telephone/video

☐ Mortgagee had authority to agree to a proposed settlement, loan modification or dismissal

☒ Representative of mortgagee, such as a servicer

☐ In person

☐ By telephone/video

☐ Mortgagee's representative had authority to agree to a proposed settlement, loan modification or dismissal

E. Party and/or Counsel Action

Further action required by any of the parties or counsel is entered here:

Party and/or Counsel Action

(If any further action is required of parties or counsel, such as a party's need to file with the court and exchange with the other party certain information before the next mediation session, the mediator should indicate that here in detail, including setting deadlines for action)

This is a text box entry area. To begin entering information, click on the empty white box and begin typing. The field will expand to accommodate the amount of text entered.

Tip: you can cut and paste the information from your Word document if you originally prepared your mediator's report on your laptop.

F. Mediation Outcome – required information

As the title suggests, this is where you will indicate more regarding the outcome of the mediation session. **Note: you will only be allowed to select one of the choices.** Choose the option that best characterizes the mediation outcome.

The screenshot shows a form titled "Mediation Outcome" with the following options:

- ☐ Final settlement agreement reached during mediation
- ☐ Temporary agreement reached during mediation
- ☐ Temporary agreement reached before mediation
- ☐ Agreement on some issues, but mediation did not resolve the action
- ☐ No agreement on any issues, mediation concluded
- ☐ Additional mediation needed after the parties file with the court and exchange with each other more information
- ☐ Additional mediation needed because another person should be included in the mediation
- ☐ Additional mediation needed for other reason. Specify Reason:
- ☐ Needs time to consider proposed agreement
- ☐ Mediation concluded because defendant(s) was/were not owner occupant(s)
- ☐ Mediation not held because party failed to appear
- ☐ Other, specify

Four of the selections request that additional information be entered:

1. Additional mediation needed for other reason. Specify reason-

This close-up shows the selected option: "Additional mediation needed for other reason. Specify Reason:" followed by a text input field.

Click in the text box to type in the information.

2. Needs time to consider proposed agreement – check the appropriate box to indicate who needs more time:

This close-up shows the selected option: "Needs time to consider proposed agreement". Below it are two checkboxes: "Plaintiff" and "Defendant".

3. Mediation not held because party failed to appear – check the appropriate box(es) to indicate who failed to appear:

This close-up shows the selected option: "Mediation not held because party failed to appear". Below it are four checkboxes: "Plaintiff", "Defendant", "Plaintiff's Counsel", and "Defendant's Counsel".

4. Other, specify – click in the text box to type in the information:

This close-up shows the selected option: "Other, specify" followed by a text input field labeled "Description".

NOTE: This field is limited to 255 characters. If you exceed this number the box will be outlined in red, warning you that you

have exceeded the limit. You will not be able to proceed to the next tab until you reduce the description to the limit allowed.

G. **Program Reporting – required information**

This section pertains to the FDIC NPV worksheet. Begin by selecting one of the radio buttons:

1. “Worksheet completed (upload file)” - the menu will expand to allow further entries. ***Please select either pass or fail:***

Note: if the spreadsheet indicates an error, the outcome should be recorded as a “Fail” (e.g. defendant’s mortgage payment is already 31% or less of gross income).

To upload the spreadsheet file, click on the “select file” button, which will allow you to browse and then select the appropriate file from your computer. Once you select the file it will automatically upload (you may or may not see a message that indicates the file is uploading).

Once the file has completed uploading, the name of the file will appear in the window, and a button titled “Download” and the filename will appear (this button is for use by the administrator).

2. “Worksheet not completed for the following reasons” –click on the text box to enter the information:

H. **Community Resources – required information**

This section reports if the defendant attended the informational session, received any legal counseling or assistance and/or received any help in preparing forms for mediation.

Community Resources

(Check all that apply)

Defendant attended informational session
☐ Yes ☐ No ☐ n/a

Defendant received legal counseling or assistance
☐ Yes ☐ No ☐ n/a

Defendant received assistance in preparing forms for mediation
☐ Yes ☐ No ☐ n/a

Select all boxes that apply. If you are not certain if a party attended the info session or received any legal or forms assistance, you must select “n/a”, because this section requires an entry under each category.

If the defendant received assistance in preparing forms, you will be asked to indicate who provided the assistance. Check all that apply:

Defendant received assistance in preparing forms for mediation
☒ Yes ☐ No ☐ n/a

From:

☐ Attorney or legal services
☐ Housing counselor
☐ Financial counselor

I. **Agreement Details**

If the parties have reached either a final or temporary agreement, the details are entered here:

Agreement Details, if applicable

(Check all that apply)

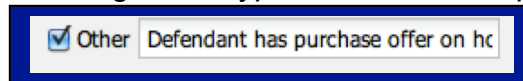
☐ Reinstatement of the mortgage
☐ Repayment/Forbearance plan
☐ Extension agreement
☐ Principal forbearance
☐ Waive fees/penalties
☐ Loan modification
☐ Shared Appreciation Mortgage
☐ Deed in lieu of foreclosure
☐ Short sale
☐ Cash for keys
☐ Other

When choosing the Loan Modification option, a drop down menu will appear. Check all options that apply:

☒ Loan modification

☐ Temporary modification
☐ Permanent modification
☐ Interest rate reduction
☐ ARM to fixed rate
☐ Amortization extended
☐ Principal reduction

If choosing other, type in a brief description in the text box provided:

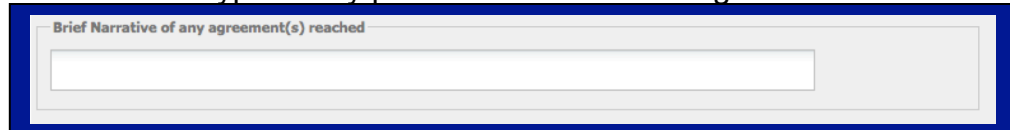


☒ Other Defendant has purchase offer on hc

NOTE: this choice should only be used if the agreement does not fall under any of the alternate selections listed. Only choose this option if the remaining choices do not describe the agreement in any way.

J. Brief Narrative of Agreement Reached

Use this area to type in any pertinent details of the agreement reached:




Brief Narrative of any agreement(s) reached

This is a text box entry area. To begin entering information, click on the empty white box and begin typing. The field will expand to accommodate the amount of text entered.

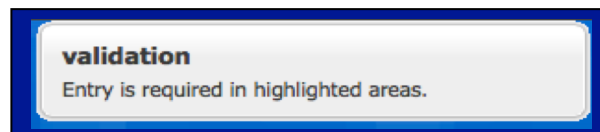
Tip: you can cut and paste the information from your Word document if you originally prepared your mediator's report on your laptop.

If you have additional mediation reports to enter for this payment request, you can enter them now (see *"Entering Additional Mediation Reports", Letter "L", below*).

If there is only one mediation report associated with this request, click on the  button in the lower right corner of the screen.


K. Saving the Mediation Details

Once you have entered all the mediation details, click on the "Save and Proceed to Next Step" button in the lower right corner. If you have failed to enter all required mediation details, an error message will appear at the top of the screen:



validation
Entry is required in highlighted areas.

The area(s) missing information will also be underlined in red. Simply enter the required information and try clicking the "Save and Proceed to Next Step" button again.

If you have entered completely inaccurate information, clicking on the  button will clear **all** the mediation details, allowing you to re-enter the information.

H. Entering Additional Mediation Reports

Once you have entered all the mediation details for the first report, click on the next docket number in the box to the left of the mediation details area:

First docket number, highlighted to show that it is the current report being entered

Additional docket numbers associated with the payment request. Click on one to begin entering the mediation details for that docket number.

NOTE: when you click on the next docket number, you may need to scroll up to get to the top of the mediation details page.

Once you have clicked on the next docket number, begin entering all the mediation details as described in the previous steps.

After entering all the mediation details for every docket number associated with the payment request, click on the “Save and Proceed to Next Step” button in the lower right corner.

8. Entering Expenses

Expenses that will be entered here include mileage and tolls.

Payment Request Management

Edit Payment Request > 2977 [back to results](#)

General | **Mediation** | **Expenses** | Confirmation

Mileage Expenses

To	From	Mileage
Click 'Add Leg' button to add details for each leg.		
Add leg Remove leg		Total: \$0.00

Other Expenses

Description	Amount
Click 'Add Item' button to add individual reimbursable expenses. Add each expense. Parking, tolls, etc.	
Add item Remove item	

Receipts

Eligible reimbursements for \$5.00 or more require a receipt. Please scan your receipts and upload them here.

Upload: [Select a new PDF file to upload](#) [Select File](#)

If unable to scan, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts.

Mailing Address: Maine AOC PO BOX 4820 Portland ME 04112-4820

[Save and Proceed to Next Step](#) [Reset](#) [Print](#)

Unlocked (Drafting)

A. Mileage Expenses

Begin entering mileage by clicking on the green “add leg” button which will require you to enter information in the “To”, “From” and “Mileage” areas.

Mileage Expenses

To	From	Mileage
		0
Add leg Remove leg		Total: \$0.00

Note: mileage can either be entered as round trip or as each leg of the trip. In either case, ADRIS will automatically deduct the first 20 miles from the total.

Next, click on the text box under “To:”. The box will outline in red, indicating that this is a required field. Type the name of the court that you traveled **to** for that day. Then, click on the “From” text box and type in the town that you traveled **from** (also a required field). Lastly, click on the text box under “Mileage” and enter the number of miles between the two locations (also a required field). Click somewhere outside of the Mileage Expenses box to have the total automatically calculate.

If you are entering each leg of the trip, click on the “add leg” button again to add the next leg of the trip, and repeat the steps above.

B. Other Expenses

Other expenses would be tolls. Begin by clicking on the “add item” button.

Other Expenses

Description	Amount
Click 'Add Item' button to add individual reimbursable expenses. Add each expense. Parking, tolls, etc.	
Add item Remove item	

Next, click in the text box under “description” and enter a brief explanation of what the expense is for, e.g. toll from Portland to Augusta.

Description	Amount
	\$0.00

Finally, click in the text box under “amount” and type in the total amount for that expense. Click somewhere outside of the Other Expenses box to have the total automatically upload.

If you have more than one expense for this payment request, click on the “add item” button again to add your next item. Repeat the steps above.

C. Receipts

An individual expense that totals \$5 or more requires that a receipt be submitted to the Administrative Office of the Courts.

You can scan your receipts into your computer and upload them to ADRIS. *Note: if you have multiple receipts to submit for one payment request, scan them to one document as you can only upload one receipt file per payment request.*

If you are not able to scan your receipts, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts. Log the expense on an expense voucher and mail the voucher and receipts to the AOC.

DO NOT ENTER THE EXPENSES FOR RECEIPTS THAT WILL BE MAILED TO THE A.O.C INTO THE “OTHER EXPENSES” SECTION ABOVE. ADRIS will not allow the expense to be processed without the receipt being uploaded.

Once you have scanned and saved your receipts to your computer, click on the “Select File” button in the receipts section of the expense screen to select the file that you want to upload:

Receipts

Eligible reimbursements for \$5.00 or more require a receipt. Please scan your receipts and upload them here.

Upload:

If unable to scan, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts.

Mailing Address: Maine AOC PO BOX 4820 Portland ME 04112-4820

The file will automatically upload (you may or may not see a message that indicates the file is uploading). You will know the upload is complete when the name of the file appears in the window next to “Upload.”

After entering all the expense information associated with the payment request, click one the “Save and Proceed to Next Step” button.

Note: if you do not want to confirm and submit your payment request at this time you can you can return to submit it at a later date. HOWEVER, your expenses information won't be saved. To submit it at a later date, click on one of the links at the top of the page to navigate to another area, or log out.

To review and confirm you request once saved, refer to the “Reviewing, Accessing & Editing Existing Payment Requests” section on page 25.

9. Confirming Your Payment Request

Once you are certain that all mediation details and expense information have been entered for the payment request, you are ready to confirm the request and have it submitted for payment.

When you click on the “Save and Proceed to Next Step Button on the Expenses tab, you will be brought to the Confirmation tab:

The screenshot displays the 'Payment Request Management' interface. At the top, there's a blue header with the title 'Payment Request Management'. Below it, a yellow banner reads 'Edit Payment Request > 3015'. The interface has four tabs: 'General', 'Mediation', 'Expenses', and 'Confirmation', with 'Confirmation' being the active tab. The main content area is divided into several sections. On the left, under 'Payment Requester Summary', it shows 'Grand Total: \$175.00' and 'Pay To: Kimberly Mitchell, 123 Easy Street, Bethel, ME 04000'. In the center, there's a table with columns for 'Court Docket', 'Title', 'Court Location', 'Plaintiff', and 'Defendant'. The table contains one row: 'AUGDORE200200003', 'TONY ADAM V. TY ADAM', 'AUGUSTA DISTRICT COURT', 'ADAM', and 'ADAM'. To the right of this table is a 'Remove' button. On the far right, under 'Session Fee', it lists 'Session Fee \$175.00', 'Mileage Expenses \$0.00', and 'Other Expenses \$0.00'. At the bottom, there's a 'Submit Payment Request' section with a checkbox for certification and a 'Submit For Approval' button. A black arrow points from the 'Submit For Approval' button to the 'Session Fee' section. Another black arrow points from the 'Remove' button to the 'Session Fee' section. The bottom status bar shows 'Unlocked (Drafting)' and a 'Print' button.

You will see a list of the report(s) entered, including the docket number, case title and court location, as well as the payment details.

If the amount of the session fee is incorrect, you have selected the incorrect “session type” on the General tab. Click on the General tab to navigate back to that screen and correct it. DO NOT use the browser’s back arrow or button to navigate back. Once you have corrected the session type, click on either the “Save and Proceed to Next Step” button or the Confirmation tab to navigate back to the Confirmation tab. It may take a few moments for the fee to be update - please be patient!

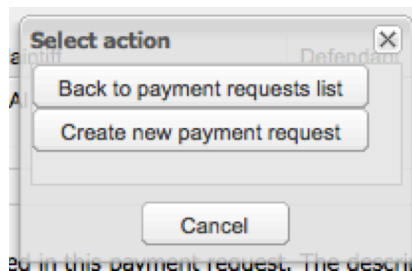
Review the information listed on the screen before submitting the request for approval. Once you submit the request you will not be able to edit any of the information without contacting the administrator first.

If, at this time, you notice that you have entered a report that doesn't correspond to the payment request, you can remove it by clicking on the "Remove" button located to the right of the docket number and case information.

Once you have confirmed that all the information is correct, and in accordance with applicable regulations, if you are ready to submit the request for approval, click on the check box in the Submit Payment Request section, and then click on the "Submit For Approval" button:

Check box.

Once you have submitted the request the following message will appear:



PLEASE LET THE REQUEST YOU JUST SUBMITTED FINISH SAVING BEFORE YOU SELECT ONE OF THE ACTIONS.

Selecting the first button will bring you to your list of submitted payment requests, selecting the second button will bring you to a new payment request screen, allowing you to create a new payment request, and selecting the "cancel" button will leave you on the Confirmation tab of the request you just submitted.

NOTE: selecting the "Cancel" button DOES NOT cancel the submission of the payment request.

10. Reviewing, Accessing & Editing Existing Payment Requests

Review of links:

Mediator Profiles:
Click on this link to review and/or update your profile.

Payment Requests:
click on this link to review the status of submitted requests, edit requests, or submit an existing request for payment.

FDP Mediation Results: click on this link to review a report of your mediation results (for finalized reports).

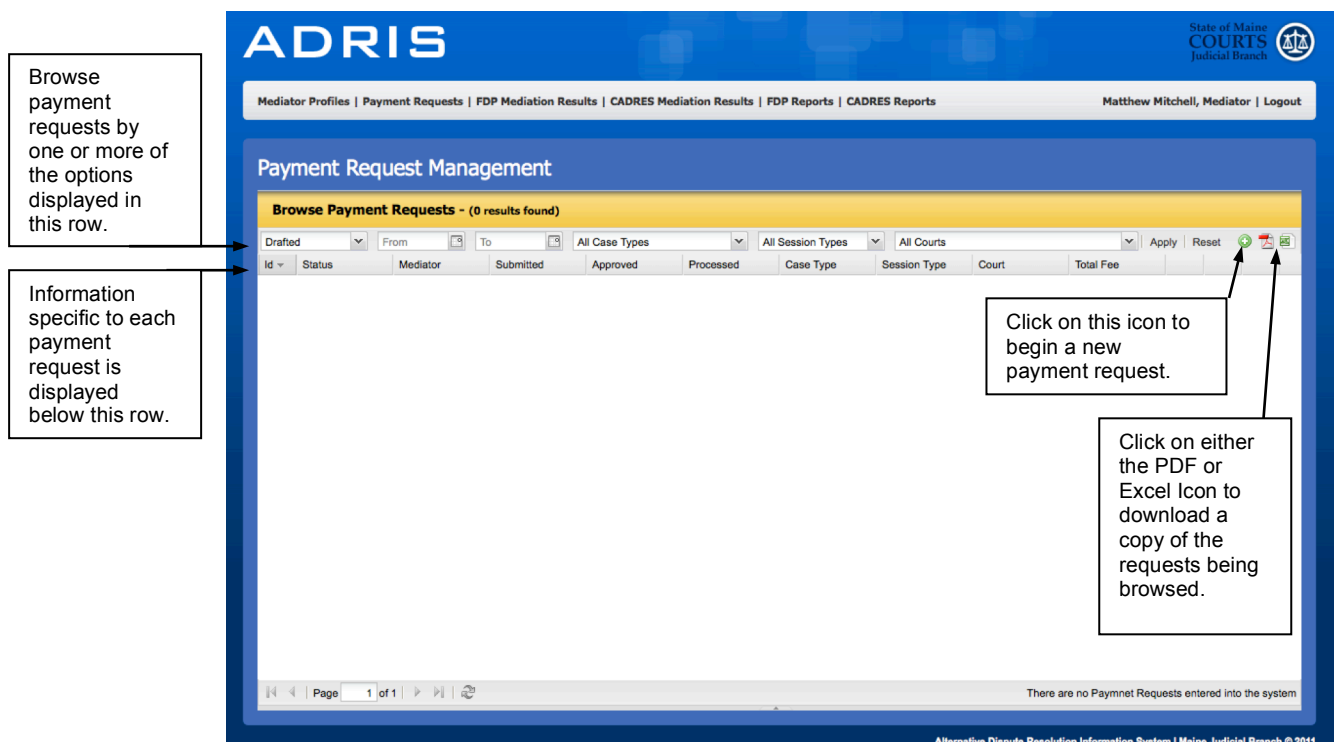
FDP Reports: click on this link to view a summary report of all mediation reports that you have submitted (finalized reports).

In the “Payment Requests” section, you can review all payment requests that have been submitted.

Access existing payment requests by clicking on the “Payment Requests” link at the top of the screen, or the “Review Existing Requests” link in the Payment Requests box:



The screen to review payment requests will look like this:



The default setting of this screen is to display payment requests with a status of “drafted”. (If you want to see the payment request that you just submitted, you will need to change that status type being displayed to “submitted”. See letter “A” below). You can browse the payment requests by status, date range, case type, session type and court.

This screen will also display information that is specific to each payment request created: Status, Mediator, Submitted Date, Approved Date, Processed Date, Case Type, Session Type, Court, and Session Fee.

Additional features on this screen include a button to submit a new payment request, and the ability to download a PDF document or Excel spreadsheet of the requests that you are browsing.

A. **Browsing Payment Requests by Status**

A payment request will have one of four status types: Drafted, Submitted, Approved or Processed.

Drafted: the payment request has been entered into ADRIS and saved, but has not been confirmed and submitted for payment.

Submitted: the payment request has been submitted for payment and is waiting for approval by the Administrator.

Approved: the payment request has been approved by the Administrator and is waiting to be processed by the Judicial Branch’s Office of Finance and Accounting.

Processed: the payment has been processed by the Judicial Branch’s Office of Finance and Accounting and sent to the Office of the State Controller for payment.

You can search by either one or all of the status types. To select the status type you would like to browse by, click on the down arrow in the status type box and highlight the desired choice.

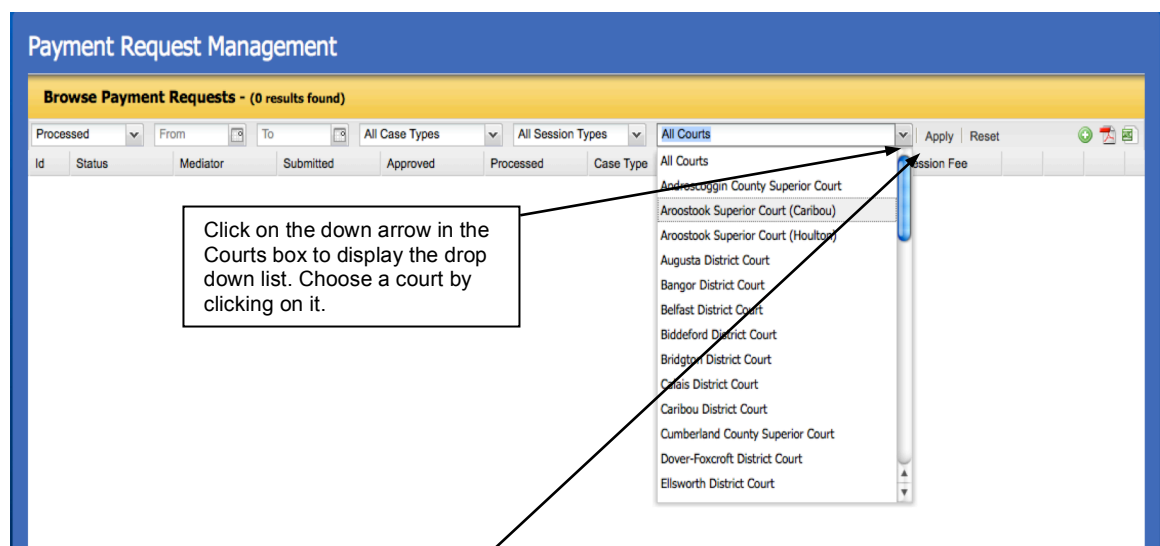
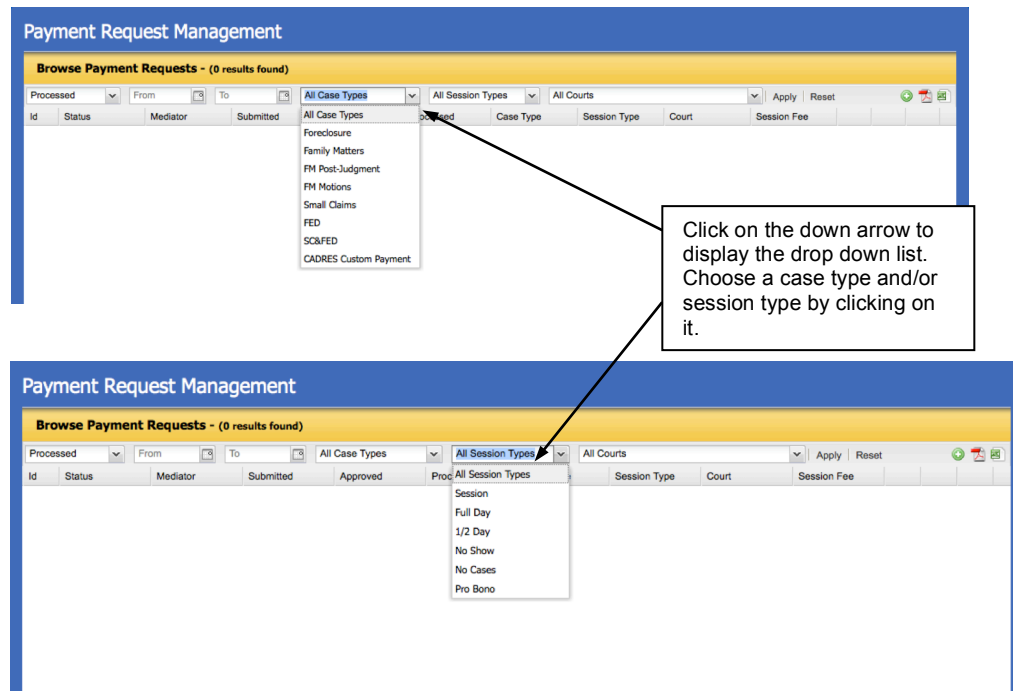
The screenshot displays the 'Payment Request Management' window. At the top, there is a yellow header bar with the text 'Browse Payment Requests (0 results found)'. Below this, a search filter dropdown menu is open, showing a list of status types: 'All Request Statuses', 'Drafted', 'Submitted', 'Approved', and 'Processed'. The 'Processed' status is currently selected. To the right of the dropdown, there are several search criteria fields: 'From', 'To', 'All Case Types', 'All Session Types', 'All Courts', and 'Session Fee'. Below these fields are buttons for 'Apply' and 'Reset'. At the bottom of the window, there is a status bar that reads 'Page 1 of 1' and 'There are no Payment Requests entered into the system'.

Next, click on the “Apply” button to apply your selection to the search request.

B. Browsing Payment Requests by Case or Session Type or Court Location

You also have the option of browsing payment requests by case or session type and/or court location.

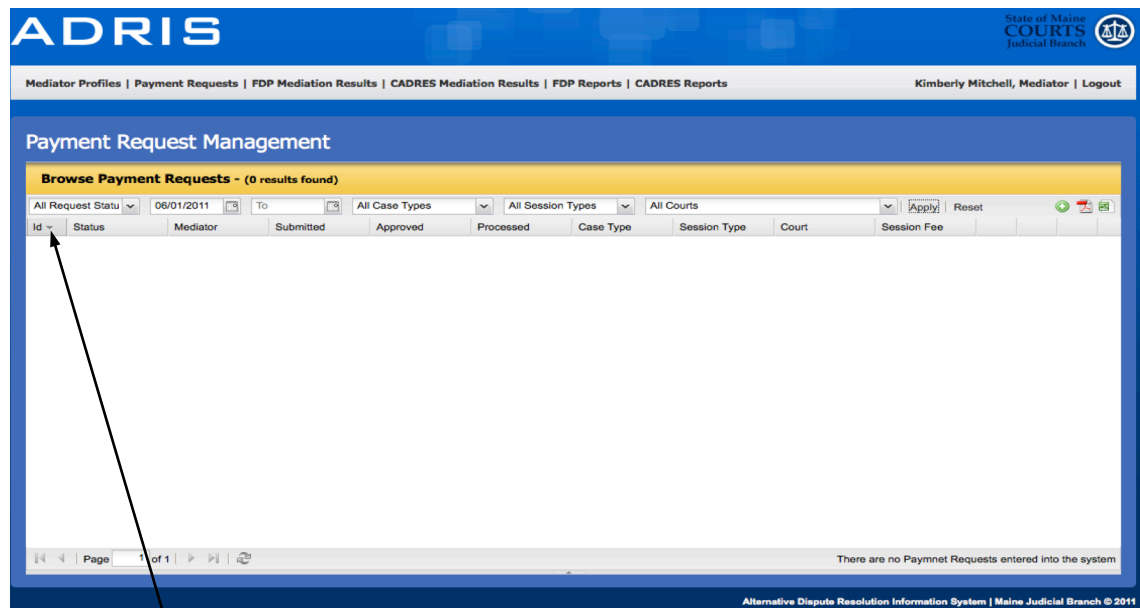
To refine your search by either or both of these options, click on the down arrow next to the corresponding box and make a selection from the drop down list by clicking on it:



Once you have made your selections for Mediation type and/or Court Location, click on the “Apply” button to apply your selections to the search request.

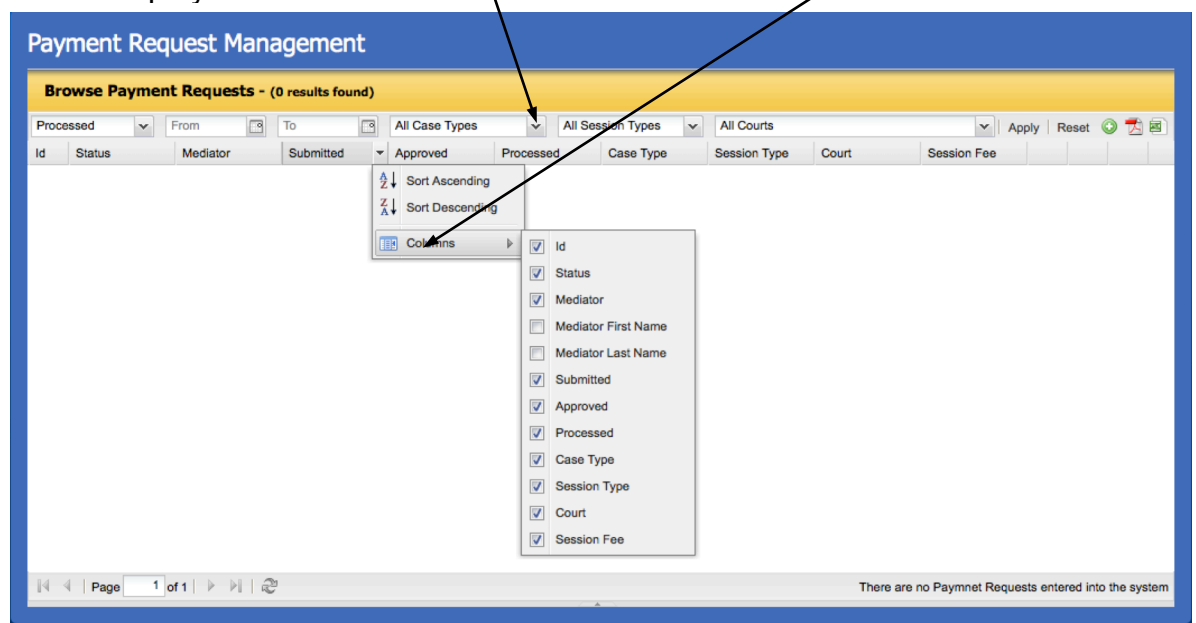
C. Refining the Columns Displayed on the Browse Payment Requests Screen

When navigating to the Browse Payment Requests screen, the default columns pictured below are displayed:



Note: the "Id" is the Payment Id Number assigned to the payment request. You can use this to identify and track the progress of a particular payment request.

You can change the columns that are displayed by clicking on the down arrow on one of the columns already displayed, then click on the columns icon to display the column choices.



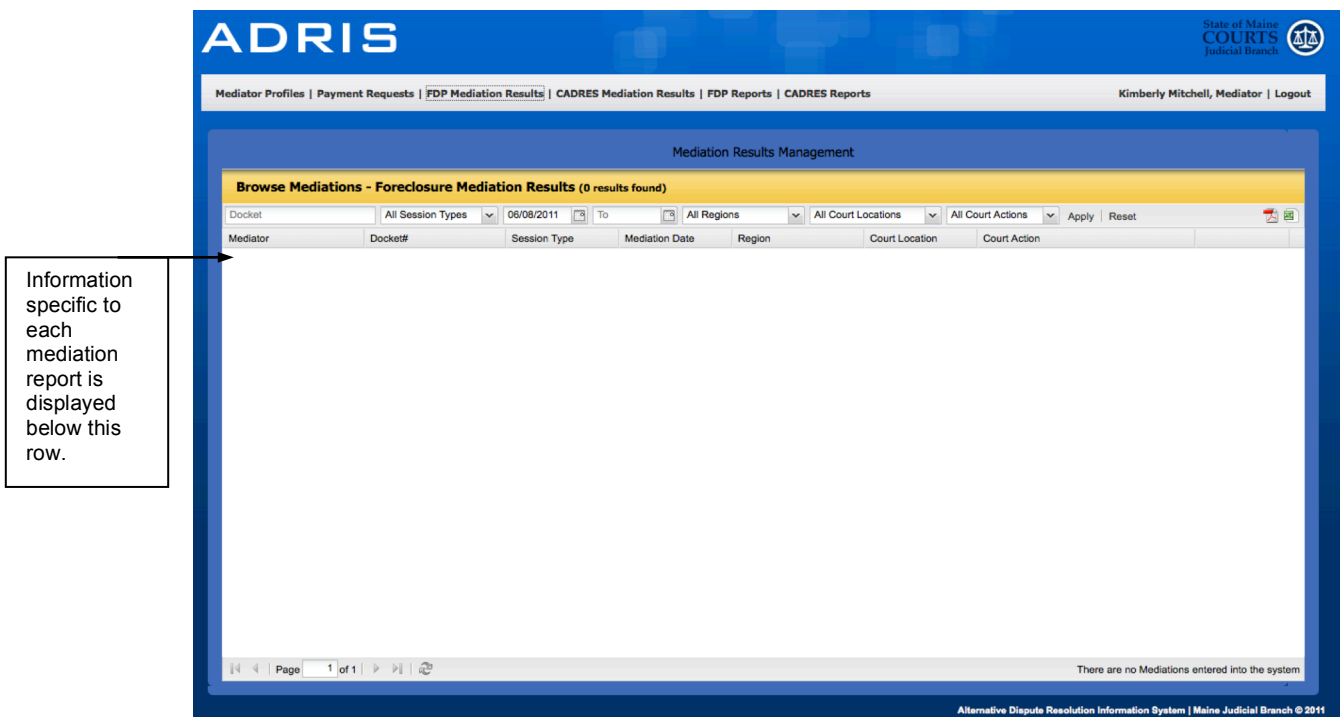
To have a column display, put a check mark in the box next to it. Removing the check mark will prevent that column from being displayed.

IV. MEDIATION RESULTS

This section allows you to view a detailed report of your mediation data. To begin, click on the “FDP Mediation Results” link in the Mediation Results box or at the top of the screen:



You will be brought to the “Mediation Results Management” screen:



A summary of the mediation reports that have been entered **and processed for payment** will be displayed on this screen (information from reports that are still in draft, submitted or approved status will not be displayed). You can

browse the mediations by docket number, session type, date range, region, court location, and court action.

This screen will display detail pertaining to each mediation report entered. The default information displayed is: mediator, docket #, session type, mediation date, region, court location and court action.

You will also be able to access additional information about specific reports including: case type, session #, length, court action description, defendant attendance, mediation outcome, NPV report, and mediation agreement.

A) Browsing Mediation Results

You can browse your mediation results by making selections in one or more of the filter options displayed below, or you can leave them at the default settings that are pictured below (*note: the date filters are the mediation dates; the "from" date will display last week's date as the default*):

To refine one or all of the filters, click on the down arrow and make the appropriate selection from the dropdown list(s):

ADRIS

Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports

Matthew Mitchell, Mediator | Logout

Mediation Results Management

Browse Mediations - Foreclosure Mediation Results (0 results found)

Docket: All Session Types 10/21/2011 To All Regions All Court Locations All Court Actions Apply Reset

Mediator: Full Day 1/2 Day Pro Bono

Mediation Date Region Court Location Court Action

Page 1 of 1

There are no Mediations entered into the system

Alternative Dispute Resolution Information System | Maine Judicial Branch © 2011

ADRIS

Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports

Kimberly Mitchell, Mediator | Logout

Mediation Results Management

Browse Mediations - Foreclosure Mediation Results (0 results found)

Docket: All Session Types 06/08/2011 To All Regions All Court Locations All Court Actions Apply Reset

Mediator: Docket# Session Type Mediation Date Region Court Location

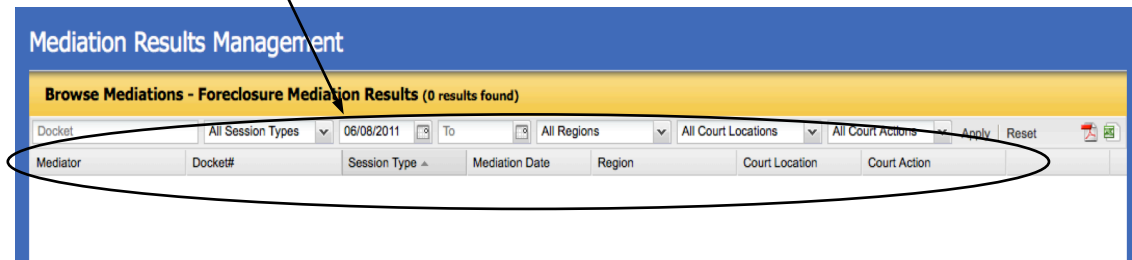
Resolved Order to Issue Non-appearance Unresolved Partially Resolved Non-compliant Other

You can also select a date range. To do this you can click on the calendar icons in the “From” and “To” boxes, located to the right of the session type, or key in the dates.

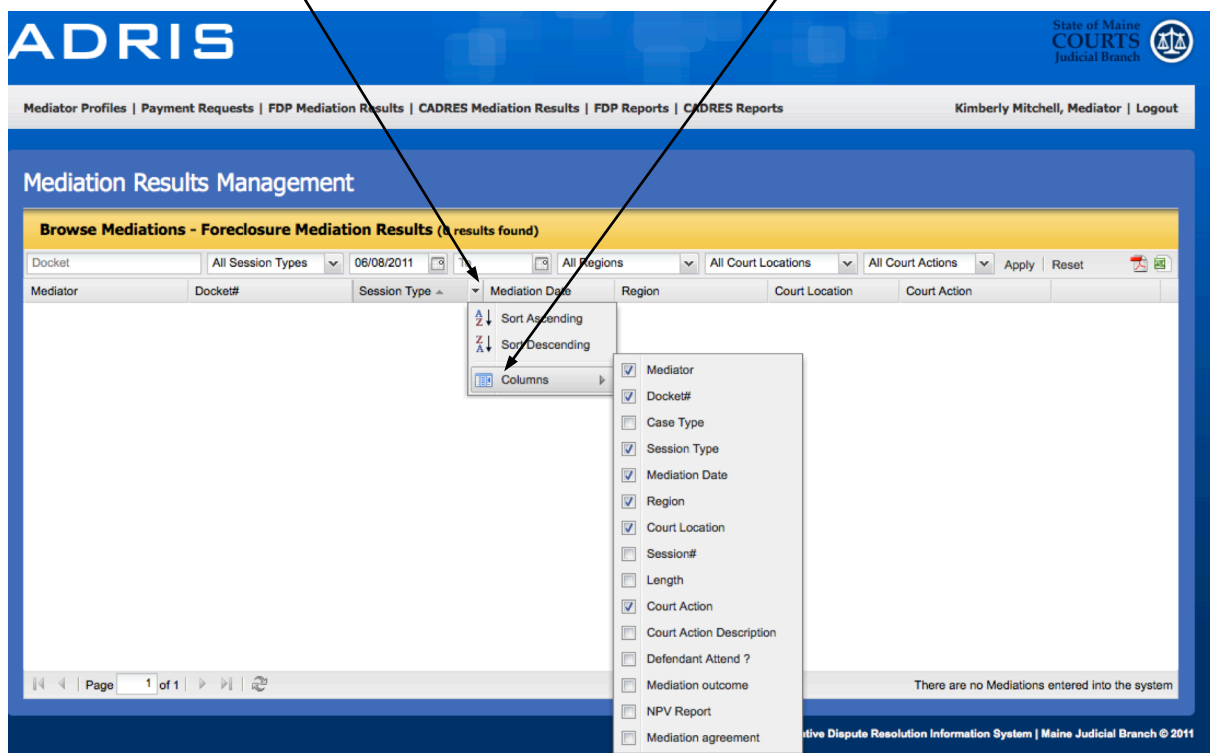
After choosing the desired search parameters and date range, click on the “Apply” button to apply your selection to the search request.

B) Refining the Columns Displayed on the Browse Mediation Results Screen

When navigating to the Browse Mediation Results screen, the default columns pictured below are displayed:



You can change the columns that are displayed by clicking on the down arrow on one of the columns displayed, and then click on the columns icon to view the column choices:



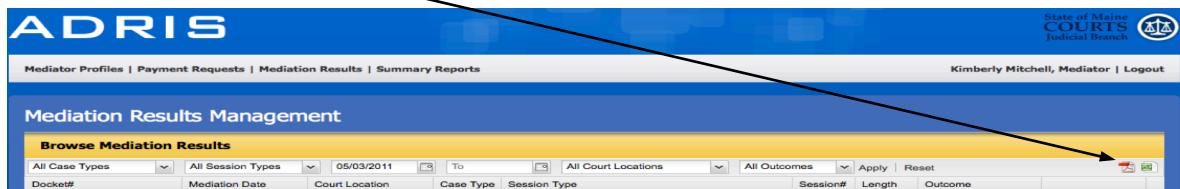
To have a column display, put a check mark in the box next to the label. Removing the check mark will keep that column from being displayed. See the next page for an explanation of each of the columns and what they represent.

Note: you should first perform a search using the default columns displayed, and then refine the search to display the desired columns.

C) Column Explanations

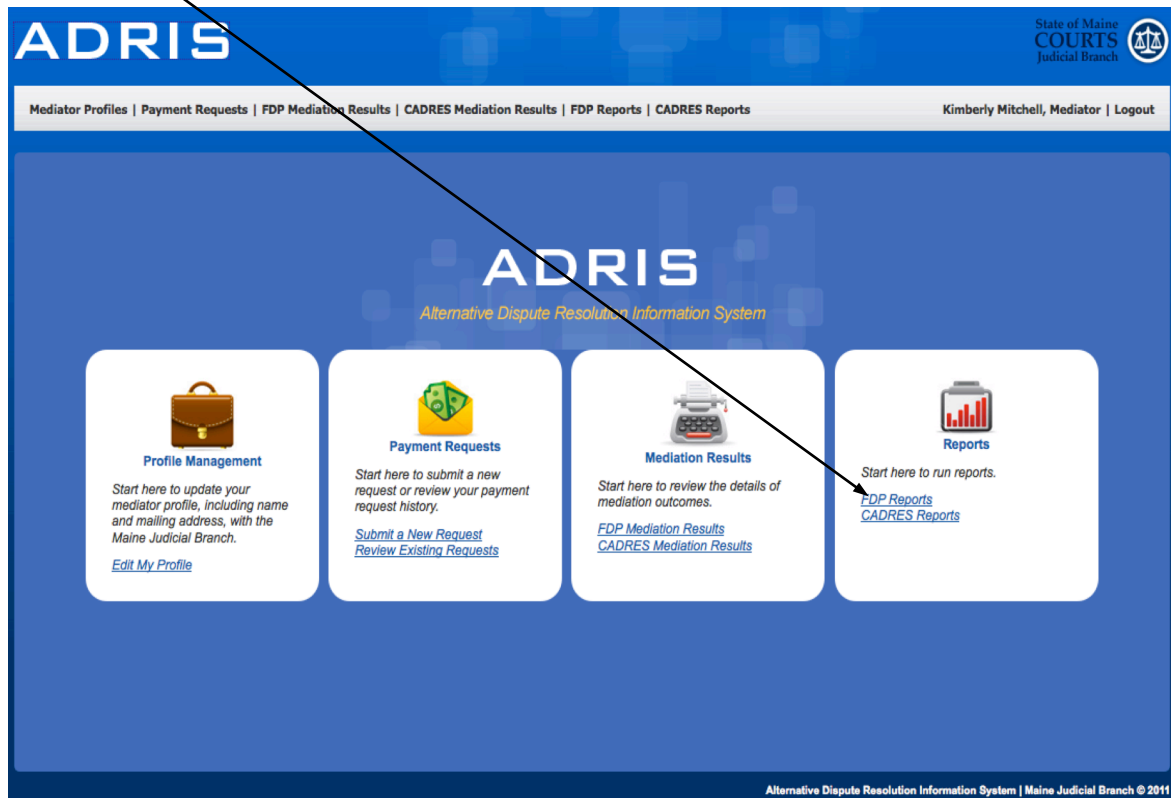
1. Mediator – Mediator's name
2. Docket# - docket number assigned to each case; what identifies the case at the court and in MEJIS
3. Case Type - applies more to CADRES case types
4. Session Type - ½ day, full day, pro bono or no show
5. Mediation date - date the mediation took place
6. Region - region where the mediation took place
7. Court location - court where the case was filed
8. Session # - applies to CADRES case types only
9. Length - length of the mediation session, in minutes
10. Court Action - from page one of the mediation report; Resolved, Order to Issue (unresolved), Non-appearance (of defendant), Unresolved (additional mediation requested), Partially Resolved (temporary agreement reached), Non-compliant (unresolved, report of non-compliance filed), Other.
11. Court Action Description - gives a more complete description of the court action.
12. Defendant Attend? - indicates if the defendant attended the info session
13. Mediation Outcome - indicates what the outcome of the mediation was (from #4 on the mediation report)
14. NPV report - indicates if an NPV report was uploaded and allows user to view the report
15. Mediation agreement - indicates what agreement details apply, if any

Once you have the results from the desired search request, you can download either a PDF copy or an Excel spreadsheet if preferred. To do this, click on either the PDF or Excel icon:



V. REPORTS

This section allows you to access a summary report of all the mediation reports that you have entered and have been processed for payment. To begin, click on the “FDP Reports” link in the Reports box or at the top of the screen:



You will be brought to the Summary Reports screen:

Summary Reports		
Foreclosure Frequency Report		
06/08/2011	To	All Regions
Apply Reset		
Name	Total	
1. Foreclosure Mediations by Court Action (0 Mediation)		
Resolved	0	
Order to Issue	0	
Non-appearance	0	
Unresolved	0	
Partially Resolved	0	
Non-compliant	0	
Other	0	
2. Interim Reports (0 Mediation)		
3. Final Reports (0 Mediation)		
4. Cases Mediated (0 Mediation)		
5. FDIC NPV Worksheet (0 Mediation)		
Passed	0	
Failed	0	
Not Completed	0	

Once you have entered mediation reports and they have been processed for payment, the data will be displayed on this screen in a summary format that will display:

- Number of Mediation Sessions Conducted, broken down by court action
- Number of Interim Reports
- Number of Final Reports
- Number of Cases Mediated
- NPV worksheet information (passed, failed or not completed)
- Breakdown by mediation outcome
- Breakdown by agreement details
- Community resource information (pertains to info session attendance and use of legal services and housing counselors)

Enter a date range and select a region (or leave at "all regions"), then click on "apply" to activate the report:

Summary Reports

Foreclosure Frequency Report

06/08/2011 To All Regions Apply Reset

Name	Total
1. Foreclosure Mediations by Court Action (0 Mediation)	
Resolved	0
Order to Issue	0
Non-appearance	0
Unresolved	0
Partially Resolved	0
Non-compliant	0
Other	0
2. Interim Reports (0 Mediation)	
3. Final Reports (0 Mediation)	
4. Cases Mediated (0 Mediation)	
5. FDIC NPV Worksheet (0 Mediation)	
Passed	0
Failed	0
Not Completed	0

Note: you will need to scroll down to see all of the available fields in the report.

Once you have your results, you can download a PDF copy of the report by clicking on the PDF icon.

Appendix 1

District & Superior Court Abbreviations:

ALFSC – Alfred Superior Court	LEWDC – Lewiston District Court
AUBSC – Auburn Superior Court	LINDC – Lincoln District Court
AUGDC – Augusta District Court	MACDC – Machias District Court
AUGSC – Augusta Superior Court	MACSC – Machias Superior Court
BANDC – Bangor District Court	MADDC – Madawaska District Court
BANSC – Bangor Superior Court	MILDC – Millinocket District Court
BATSC – Bath Superior Court	NEWDC – Newport District Court
BELDC – Belfast District Court	PORDC – Portland District Court
BELSC – Belfast Superior Court	PORSC – Portland Superior Court
BIDDC – Biddeford District Court	PREDC – Presque Isle District Court
BRIDC – Bridgton District Court	ROCDC – Rockland District Court
CALDC – Calais District Court	ROCSC – Rockland Superior Court
CARDC – Caribou District Court	RUMDC – Rumford District Court
CARSC – Caribou Superior Court	SKODC – Skowhegan District Court
DOVDC – Dover District Court	SKOSC – Skowhegan Superior Court
DOVSC – Dover Superior Court	SOPDC – South Paris District Court
ELLDC – Ellsworth District Court	SOPSC – South Paris Superior Court
ELLSC – Ellsworth Superior Court	SPRDC – Springvale District Court
FARDC – Farmington District Court	WATDC – Waterville District Court
FARSC – Farmington Superior Court	WESDC – West Bath District Court
FORDC – Fort Kent District Court	WISDC – Wiscasset District Court
HOUDC – Houlton District Court	WISSC – Wiscasset Superior Court
HOUSC – Houlton Superior Court	YORDC – York District Court

County Courthouse Abbreviations:

Androscoggin = Auburn Superior Court – AUBSC

Aroostook = Caribou/Houlton Superior Court – CARSC or HOUSC

Cumberland = Portland Superior Court – PORSC

Franklin = Farmington Superior Court – FARSC

Hancock = Ellsworth Superior Court – ELLSC

Kennebec = Augusta Superior Court – AUGSC

Knox = Rockland Superior Court – ROCSC

Lincoln = Wiscasset Superior Court – WISSC

Oxford = South Paris Superior Court – SOPSC

Penobscot = Bangor Superior Court – BANSC

Piscataquis = Dover Superior Court – DOVSC

Sagadahoc = Bath Superior Court – BATSC

Somerset = Skowhegan Superior Court – SKOSC

Washington = Machias Superior Court – MACSC

Waldo = Belfast Superior Court – BELSC

York = Alfred Superior Court – YORSC